



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 650.1082 Austin, Linda
A936W **What's Holding You Back?: Eight Critical Choices for Women's Success.** Basic Books, 2000. *Actually, it may only take a little wardrobe tinkering if you find it's just that your dresses keep getting caught on things.*
- 158.1 Canfield, Jack; Mark Victor Hansen; and Les Hewitt
C222P **The Power of Focus: How to Hit Your Business, Personal and Financial Targets with Absolute Certainty.** Health Comm. Inc., 2000. *Does this mean I can achieve all of my goals just by getting my bifocals readjusted?*
- 650.14 Silber, Lee
S582S **Self-Promotion for the Creative Person: Get the Word Out About Who You Are and What You Do.** Three Rivers Pr., 2001. *I'm seriously considering one of those portable high intensity spotlights with an adjustable, lightweight, titanium boom.*

CAREER

- 650.1 Riley, Mary Morgan
R573L **Leadership Begins with You: Three Rules that Will Transform Your Job into a Career.** Berkley Pub. Gr., 2001. *Personally - I'd rather have every checkout line begin with me. Oh well - you take what you can get.*

COMMUNICATION

- 808.06665 Chesla, Elizabeth
C524I **Improve Your Writing for Work: Express Yourself Clearly and Concisely.**
2000 **2nd ed.** Learning Exp., LLC, 2000. *Now that "Great American Memo" is within reach.*
- 808.5 Stuttard, Marie
S937P **The Power of Speech: Effective Techniques for Dynamic Communication.**
Barron's, 1997. *But first you have to get your delivery up to fifty horsepower.*

COMPUTERS

- 004.692 Flynn, Nancy
F648E **The EPolicy Handbook: Designing and Implementing Effective E-mail,**
2001 **Internet, and Software Policies.** AMACOM, 2001. *No - no's on the Net.*

MANAGEMENT

- 658
D311P Deep, Sam and Lyle Sussman
Power Tools: Management Inventions You Can Use Today. Perseus Books, 1998. *Remember though - using a jig-saw on the budget will only make it more of a puzzle.*
- 658.812
H417M Hayes, Bob E.
Measuring Customer Satisfaction: Survey Design, Use, and Statistical Analysis Methods. ASQ Quality Pr., 1998. *What about just measuring the angle of their smiles with a protractor?*
- 658.4092
L825L Loeb, Marshall and Stephen Kindel
Leadership for Dummies. IDG books, 1999. *The vision thing is not even a prerequisite.*
- 658.4092
M296N Manz, Charles C. and Henry P. Sims Jr.
The New SuperLeadership: Leading Others to Lead Themselves. Berrett-Koehler Pub., Inc., 2001. *When you start to leap organizational beaurocracies in a single bound, be sure to allow a little extra space for clearance because the tip of the hierarchical pyramid may be sharp - if you know what I mean.*
- 658.40071
S845E Stevens, Mark
Extreme Management: What They Teach at Harvard Business School's Advanced Management Program. Warner Books, 2001. *Just think - being able to take employee potshots without wearing any protective gear.*
- 658.4
T689J Torre, Joe and Henry Dreher
Joe Torre's Ground Rules for Winners: 12 Keys to Managing Team Players, Tough Bosses, Setbacks, and Success. Hyperion, 1999. *Remember - when everything appears hopeless just pretend it's spring training.*
- 658.31125
W528T Westgaard, Odin
Tests that Work: Designing and Delivering Fair and Practical Measurement Tools in the Workplace. Jossey-Bass Pfeiffer, 1999. *I've always been kinda partial to low expectations, sliding scales, and big, fat grading curves.*

SPECIFIC SKILLS

- 070.50285
P242L Parker, Roger C.
Looking Good in Print. Ventana Comm. Group, Inc., 1997. *If you are tired of wide text columns, ackward spacing and drab fonts maybe it's time you consider a desktop publishing makeover. Some redesign exercises wouldn't hurt either.*
- 302.3082
W577G Whitaker, Leslie and Elizabeth Austin
The Good Girl's Guide to Negotiating: How to Get What You Want at the Bargaining Table. Little Brown & Co., 2001. *Definately no scratching or hair pulling, or kicking either - unless it is done under the table with a certain degree of subtlety and finesse.*

WORK ENVIRONMENT

- 640.43
A211TM Adams, Bob
The Everything Time Management Book: How to Get It All Done and Still Have Time for You! Adams Media Corp., 2001. *You wouldn't believe how much more you can get done once you're able to walk and chew gum at the same time - Gee Whiz.....*
- 158.7
G475H Gill, Lucy
How to Work with Just About Anyone: A 3 - Step Solution for Getting Difficult People to Change. Fireside, 1999. *The field test results on Miss Ima Jerk and Mr. Hob Noxious are really quite fascinating.*
- 658.3122
H725B Holcomb, Betty
The Best Friend's Guide to Maternity Leave: Making the Most of Your Precious Time at Home. Perseus Pub., 2001. *Remember - it's important at this time to have some formulas at hand that can't be spit up on you.*
- 650.13
L274C Lange, Gerry and Todd Domke
Cain and Abel at Work: How to Overcome Office Politics and the People Who Stand Between You and Success. Broadway Books, 2001. *I wonder if this could be combined with downsizing?*